

# Pukekohe High School PTA Meeting Minutes

Wednesday 15<sup>th</sup> May 2024 at 6.30pm

Pukekohe High School Staffroom

**Attendees:** Nicole Fricker (Vice-President, Meeting Chair), James Thomas (Principal), Donna Boden, Gina Dickinson, Debra Bell.

**Apologies:** Chris Peters (President), Nina Gordon-Peters (Secretary) and Rachel Beaurain (Treasurer).

## Items Discussed:

1. New Principal  
James Thomas was introduced to the Committee.
2. PTA Bank Accounts
  - Slow progress is being made with setting up an account with the ASB.
  - Rachel Beaurain (Treasurer) will need to continue to liaise with ASB and Chris Peters (President) and Nicole Fricker (Vice-President) will need to be added as signatories to the PTA bank account(s).
3. Uniform Shop
  - An inventory of stock received has been made. Stock needs to be priced.
  - PTA to have a uniform drop off stand at the school events where parents can donate uniforms.
  - PTA to start selling second hand uniform at school events (next ones are the Parent Teacher Interviews – Junior School on 28<sup>th</sup> May and Senior School on 13<sup>th</sup> June) if the PTA bank account has been established by then. Rachel (Treasurer) to advise when PTA bank account has been set up, so that we can start selling second hand uniforms at school events.
  - Shellie Turner-Eskdale (Marketing, Publicity and Grants Officer) to be contacted to promote a second hand stall/uniform drop off stand.
4. Promotion of PTA
  - Promote PTA to Year 9 Parents
  - Promote PTA via newsletters, social media.
  - Donna Boden offered to promote the PTA as part of her marketing (via flyers in mailboxes) if this would assist.
  - Suggestion that next year the PTA may wish to assist with re-use of ball dresses and suits for the School Ball.
5. Fundraiser
  - Suggested a **Quiz Night** be held in the **School Hall**.
  - Date: **Saturday 14<sup>th</sup> June 2025** was pencilled in as a potential date (need to confirm venue available and a Quiz Master).

- Donna Boden to contact potential a Quiz Master, if unsuccessful, Nicole Fricker will contact other potential Quiz Masters.
- Will need to liaise with Principal/BOT to identify an item that the school needs, that the PTA can promote as part of the fundraising event. A potential item that was identified is for a canopy (suitable for all-weather conditions) to be constructed over the three astro-turf basketball courts so these can be used all year round.
- Donna Boden to contact Pukekohe North School to obtain the contact details for the company that provided the canopy for their school.
- Debra Bell to contact Pukekohe Hill School for the details of supplier of the canopies installed at this school.
- Gina Dickinson advised that Bombay School is in the process of constructing a canopy within the school.
- Sponsorship letters will need to go out at the end of 2024/early 2025, and will need to include details as to what the PTA fundraising event is for.
- Suggest that a call is made to parents of Pukekohe High School students to assist with sponsorship towards the fundraising event.
- A letter from the BOT will need to be obtained with their approval for the PTA fundraising event to be held in the school hall and for the sale of alcohol from the premises. This letter will need to be included as part of the application for a Special Liquor Licence for the fundraising event.

#### 6. Grant Applications

- The PTA has to register with the Charities Commission before can apply for grants and a PTA bank account needs to be set up for grants to be paid into. Arrangements are still underway for these to be established.
- Potential sources of funding for grant applications to be identified (Nicole Fricker to liaise with Rani Amaranthan to identify potential sources).
- Once the PTA has identified what we are fundraising for (e.g. a canopy cover over the basketball courts) a budget will need to be prepared (quotes/estimates will need to be obtained) and then grant applications can include details as to our fundraising efforts.

The meeting was closed at 7.33pm.